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for
25X1

25X1

24 March 1952

Report from Room 1305, Week of 17 March - 21 March

To :

25X1

From:

25X1

1. Most of my time this week has been spent at Alcott Hall. The clerical instructors and I have been blocking out the Pool program for the next six weeks and working on lesson plans for the courses.

2. Next week [] will start a two-week course in filing at the Pool. [] will audit it and teach it the next two weeks.

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3. I have talked with [] in regard to giving instruction to clerical employees in office supplies. A meeting will be set up soon to arrange the details.

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4. It looks as though we will agree to give a six-week course to the four Air Force men requiring instruction in Air Force correspondence procedures. Had [] not already taught this for the G.I.'s, it would be too much of an undertaking for this small number.

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5. [] interview at [] is arranged for Monday, 24 March.

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